

R 181322Z JUN 12

UNCLASSIFIED//

**MARADMIN 316/12**

MSGID/GENADMIN,USMTF,2007/CMC WASHINGTON DC OLA//

**SUBJ/CY13 WOUNDED WARRIOR CONGRESSIONAL FELLOWSHIP PROGRAM SELECTION BOARD//**

REF/A/MSGID:MMOA3/-/YMD:19960820//

REF/B/MSGID:DOC/DOD/YMD:20040422//

NARR/REF A IS MCO 1500.41A W/CH1, SCHOLARSHIP PROGRAMS FOR MEMBERS OF THE MARINE CORPS. REF B IS DOD DIRECTIVE 1322.6, FELLOWSHIPS, SCHOLARSHIPS, AND GRANTS FOR MEMBERS OF THE ARMED FORCES//

POC/RICHARD MOORE/MGYSGT/UNIT:HQMC/NAME:OLA/TEL:703-692-0236//

GENTEXT/REMARKS/1. THE PURPOSE OF THIS MARADMIN IS TO SOLICIT APPLICATIONS FROM THE SNCO ACTIVE COMPONENT (AC) FOR CONSIDERATION TO THE CALENDAR YEAR 2013 WOUNDED WARRIOR CONGRESSIONAL FELLOWSHIP WITH THE HOUSE VETERANS AFFAIRS COMMITTEE (HVAC).

2. THE CFP OFFERS MARINE STAFF NONCOMMISSIONED OFFICERS THE OPPORTUNITY FOR ENHANCED UNDERSTANDING OF THE OPERATIONS AND FUNCTIONS OF THE LEGISLATIVE BRANCH OF THE U.S. GOVERNMENT. FELLOWS RECEIVE INSTRUCTION AND HANDS-ON EXPERIENCE IN A FULL-TIME ASSIGNMENT ON THE STAFF OF THE HVAC COMMITTEE. TYPICAL RESPONSIBILITIES OF FELLOWS INCLUDE DRAFTING LEGISLATION, FLOOR DEBATE PREPARATION, PLANNING AND ANALYSIS OF PUBLIC POLICY, AND SERVING AS CONGRESSIONAL LIAISONS TO CONSTITUENTS AND INDUSTRY.

3. THE FORMAL PART OF THE PROGRAM RUNS FROM OCTOBER 2012 TO DECEMBER 2013. ACTIVE COMPONENT (AC) MARINES INCUR A THREE-YEAR SERVICE OBLIGATION FOLLOWING THE COMPLETION OF THEIR FELLOWSHIP. FELLOWS ARE ALSO ASSIGNED A TWO YEAR FOLLOW-ON UTILIZATION TOUR THAT LEVERAGES THEIR LEGISLATIVE EXPERIENCE. OLA, IN CONJUNCTION WITH M AND RA, WILL ASSIST WITH UTILIZATION PLACEMENT.

A. INTERESTED SNCOS MUST SUBMIT THEIR APPLICATIONS NO LATER THAN 1 AUGUST 2012. A SELECTION MARADMIN WILL BE RELEASED IN SEPTEMBER 2012 DESIGNATING PRIMARY SELECTEES TO REPORT DURING THE FIRST WEEK OF OCTOBER 2012.

4. MARINES WITH THE FOLLOWING QUALIFICATIONS MAY APPLY:

A. SNCOS, SSGT THROUGH MGYSGT IN THE MARINE CORPS AC. AC 1STSGTS AND SGTSMJ, AND RC SNCOS ARE INELIGIBLE TO APPLY.

B. A SNCO MUST HAVE BEEN COMBAT WOUNDED AND AWARDED THE PURPLE HEART.

C. EXCEPTIONAL MILITARY PERFORMANCE.

D. KNOWLEDGE OF CURRENT EVENTS IN NATIONAL SECURITY AFFAIRS AND INTERNATIONAL RELATIONS.

E. AC SNCOS MEETING MINIMUM TIME ON STATION (TOS) REQUIREMENTS BY OCTOBER 2012. TOS INFORMATION CAN BE OBTAINED THROUGH THE APPLICANTS PRIMARY MOS MONITOR OR THE POINTS OF CONTACT LISTED BELOW. TOS REQUIREMENTS MUST BE MET PRIOR TO STARTING THE FELLOWSHIP. APPLICANTS PRESCRIBED TOURS OF DUTY WILL NOT NORMALLY BE INTERRUPTED. APPLICANTS MUST NOTIFY THEIR PRIMARY MOS MONITOR OF THEIR INTENT TO APPLY TO THE CFP PRIOR TO SUBMITTING AN APPLICATION.

F. APPLICANTS ARE INELIGIBLE TO APPLY IF THEY HAVE ALREADY ACCEPTED SELECTION TO A VOLUNTARY EDUCATION PROGRAM OR RESIDENT PME SCHOOL FOR ACADEMIC YEAR 2012.

5. FOR APPLICATION FORMAT USE AN ADMINISTRATIVE ACTION FORM, STANDARD NAVAL CORRESPONDENCE FORMAT, AND THE EXAMPLE TEMPLATE ON THE OFFICE OF LEGISLATIVE AFFAIRS (OLA) WEBSITE. LETTERS OF RECOMMENDATION MAY BE INCLUDED AS ENCLOSURES. THE FOLLOWING INFORMATION IS REQUIRED.

A. AA FORM WITH NAME, SSN, GRADE, CURRENT POSITION TITLE, ORGANIZATION ADDRESS, WORK TELEPHONE NUMBER, EMAIL ADDRESS, HOME ADDRESS, AND HOME TELEPHONE NUMBER. THE FOLLOWING STATEMENT MUST BE INCLUDED ON THE AA FORM: "I AGREE TO REMAIN ON ACTIVE DUTY FOR AT LEAST THREE YEARS AFTER COMPLETION OF MY FELLOWSHIP. I AGREE NOT TO SEPARATION OR RETIREMENT WHILE PARTICIPATING IN THE PROGRAM. I FURTHER UNDERSTAND THAT THIS OBLIGATION IS TO RUN CONCURRENTLY WITH ANY OBLIGATION PREVIOUSLY INCURRED."

B. APPLICATIONS MUST CONTAIN COMMAND ENDORSEMENTS THROUGH THE FIRST GENERAL OFFICER (WING, DIVISION, OR MLG EQUIVALENT) AS APPROPRIATE.

C. RESUME WITH SERVICE HISTORY, CIVILIAN EDUCATION, MILITARY EDUCATION, MILITARY DECORATIONS AND PERSONAL DATA TO INCLUDE NAME AND AGE OF SPOUSE AND CHILDREN.

D. STATEMENT INDICATING THE REASON FOR APPLYING TO THE PROGRAM, THE RELEVANCE OF THE FELLOWSHIP TO CAREER GOALS, AND HOW THE FELLOWSHIP WILL BE UTILIZED.

E. REPORTING SENIOR ASSESSMENT OF APPLICANT QUALIFICATIONS FOR THE FELLOWSHIP.

F. AN OMPF DIGITAL PHOTOGRAPH TAKEN WITHIN 12 MONTHS OF THE PROGRAM APPLICATION DEADLINE IS REQUIRED. PER THE GUIDANCE IN MARADMIN 003/09, DEPLOYED MARINES MAY TAKE THE PHOTO IN UTILITIES MINUS THE UTILITY BLOUSE. THE TITLE BOARD WILL INCLUDE THE WORD "DEPLOYED" DISPLAYED PROMINENTLY ACROSS THE TOP OF THE BOARD IN ADDITION TO ALL OTHER REQUIRED INFORMATION. DIGITAL PHOTOS WILL NOT NEED TO BE SUBMITTED WITH THE PACKAGE, ONLY UPDATED IN THE APPLICANTS OMPF.

G. COMPLETED AND SIGNED NAVMC 11000 PRIVACY ACT STATEMENT.

H. TRANSCRIPTS ARE NOT REQUIRED.

6. APPLICATIONS WILL BE SCREENED FOR TOS REQUIREMENTS, CAREER PROGRESSION, PROMOTION, CAREER DESIGNATION, ETC, BY THE APPLICANTS PRIMARY MOS MONITOR, THE CAREER COUNSELING SECTION, AND HEAD MMEA. PRIOR TO BEING RELEASED TO OLA FOR FINAL SELECTION.

7. ADDITIONAL INFORMATION CONCERNING DETAILS OF THE FELLOWSHIP PROGRAM CAN BE OBTAINED BY CONTACTING MGYSGT RICHARD MOORE AT (703)692-0236 OR DSN 222-0236; EMAIL RICHARD.A.MOORE4@USMC.MIL

8. ALL APPLICANTS ARE RESPONSIBLE FOR ENSURING THEIR APPLICATIONS ARE RECEIVED AT HQMC PRIOR TO THE 1 AUGUST 2012 DEADLINE. LATE PACKAGES WILL NOT BE ACCEPTED.

9. AC SNCO APPLICATIONS SHOULD BE MAILED TO HEADQUARTERS, U.S. MARINE CORPS, ENLISTED ASSIGNMENTS (MMEA), ATTN MMEA-85, 3280 RUSSELL ROAD QUANTICO, VA 22134-5103.

10. IT IS RECOMMENDED THAT THE FINAL ENDORSING AUTHORITY CONSIDER SENDING PACKAGES USING A SERVICE THAT PROVIDES TRACKING NUMBERS.

11. THIS MARADMIN IS APPLICABLE TO THE ACTIVE DUTY FORCE.

12. RELEASE AUTHORIZED BY BGEN STEVEN R. RUDDER, LEGISLATIVE ASSISTANT TO THE COMMANDANT OF MARINE CORPS, OFFICE OF LEGISLATIVE AFFAIRS.//